

**State, University, and UWHC  
Employees  
Combined Campaign  
of Dane County  
[www.secc.wi.gov](http://www.secc.wi.gov)**

**Partners in Giving**

**2006**

**CHAIR**\_\_\_\_\_

**COORDINATOR**\_\_\_\_\_

## Table of Contents

2006 Campaign Coordinator Trainings.....	3
YOU Are a Partner in Giving.....	4
What is the Partners in Giving Campaign? .....	5
Who Comprises the Partners in Giving Campaign? .....	6
Job Descriptions .....	7
How to Organize Your Partners in Giving Campaign .....	9
Tips for Publicizing the Partners in Giving Campaign.....	12
Special Events for a Successful Campaign! .....	14
10 Common Concerns.....	17
How to Fill Out the Pledge Form.....	19
Confidential Pledges .....	21
Hours for Summit Credit Union Branches.....	22
Eligibility Requirements for Charities .....	23
Coordinator Control Log .....	30
Partners in Giving Board – 2006 Campaign .....	31
2006 Partners in Giving Training Committee.....	32
Contacts for Assistance .....	33
Campaign Timeline.....	34

## **2006 Campaign Coordinator Trainings Partners in Giving Campaign**

Plan to attend one of these sessions for state agency volunteers in this fall's  
"Partners in Giving"  
State, University & UWHC Employees Combined Campaign of Dane County.

### **Full Training for Coordinators**

(Recommended for all new coordinators)

Wednesday, September 27	1:00 – 2:30 p.m.	DOR 1 <sup>st</sup> Floor Events Room 2135 Rimrock Road
Tuesday, October 3	9:00 a.m. – 10:30 a.m.	DOT, Room 421 4802 Sheboygan Ave.
Tuesday, October 10	9:00 a.m. – 10:30 a.m.	DWD, Room B205 201 E. Washington Ave.

### **Refresher Training for Coordinators**

(Recommended for previous chairs or coordinators only)

Wednesday, September 27	3:00 – 4:00 p.m.	DOR 1 <sup>st</sup> Floor Events Room 2135 Rimrock Road
Tuesday, October 3	11:00 a.m. – Noon	DOT, Room 421 4802 Sheboygan Ave.
Tuesday, October 10	11:00 a.m. – Noon	DWD, Room B205 201 E. Washington Ave.

**TO SIGN UP FOR TRAINING contact  
Jennifer Jirschele, 266-1023  
or [jennifer.jirschele@dwd.state.wi.us](mailto:jennifer.jirschele@dwd.state.wi.us)**

***Door prizes will be available at all trainings!***

# **YOU Are a Partner in Giving**

## ***THANK YOU FOR YOUR HELP!***

**Your campaign will be more fun and successful if you:**

- Learn as much as you can about the campaign.
- Have some FUN with your campaign.
- Get permission for a speaker at a staff meeting.
- Distribute the Pledge Forms personally.
  - Go over the brochure.
  - Review how to fill out the pledge form.
  - Encourage employees to return their pledge form early.
- ASK for a donation!
- Visit personally with as many folks as possible in your area.
- Handle all questions or concerns – say you will find out the answer for them and call a contact person, and then follow up with the employee.
- Say “Thank You” for their time and/or donation.
- Turn in Report Envelopes to the Chair or the Summit Credit Union in a timely fashion.

# **What is the Partners in Giving Campaign?**

## **Convenient**

Partners in Giving is a once-a-year, cooperative “on the job” campaign that allows State of Wisconsin, University of Wisconsin, and University Hospital & Clinics employees in Dane County to give conveniently to their favorite charitable organizations. It combines the efforts of ten umbrella organizations, representing hundreds of charities, into one seven-week campaign. You can find a brief description of each participating umbrella and charity in your Partners in Giving booklet. You also can follow links in the Participating Charities section of the Partners in Giving website ([www.secc.wi.gov](http://www.secc.wi.gov)) to the home pages of many of these organizations.

## **Selective**

The ten umbrella groups have submitted audited financial statements of their activities to obtain the required approval of the Partners in Giving Eligibility Committee (made up of employees) and the Wisconsin Department of Administration in order to take part in the campaign. All of the charities participating in the campaign have met the rigorous eligibility requirements set by the state.

## **Full of Choices**

Employees can choose from more than 450 charitable organizations performing a wide range of services. There is something for everyone. You can pick one or several charities to support, and the amount of your donation is up to you. Your gift, your choice!

## **Efficient**

This combined effort saves time and money for your employer and for the participating charities. And because the campaign is run by hundreds of volunteers, overhead costs are much lower than those of similar campaigns across the country. That means more dollars go to the umbrellas and charities to support their vital work.

## **Successful**

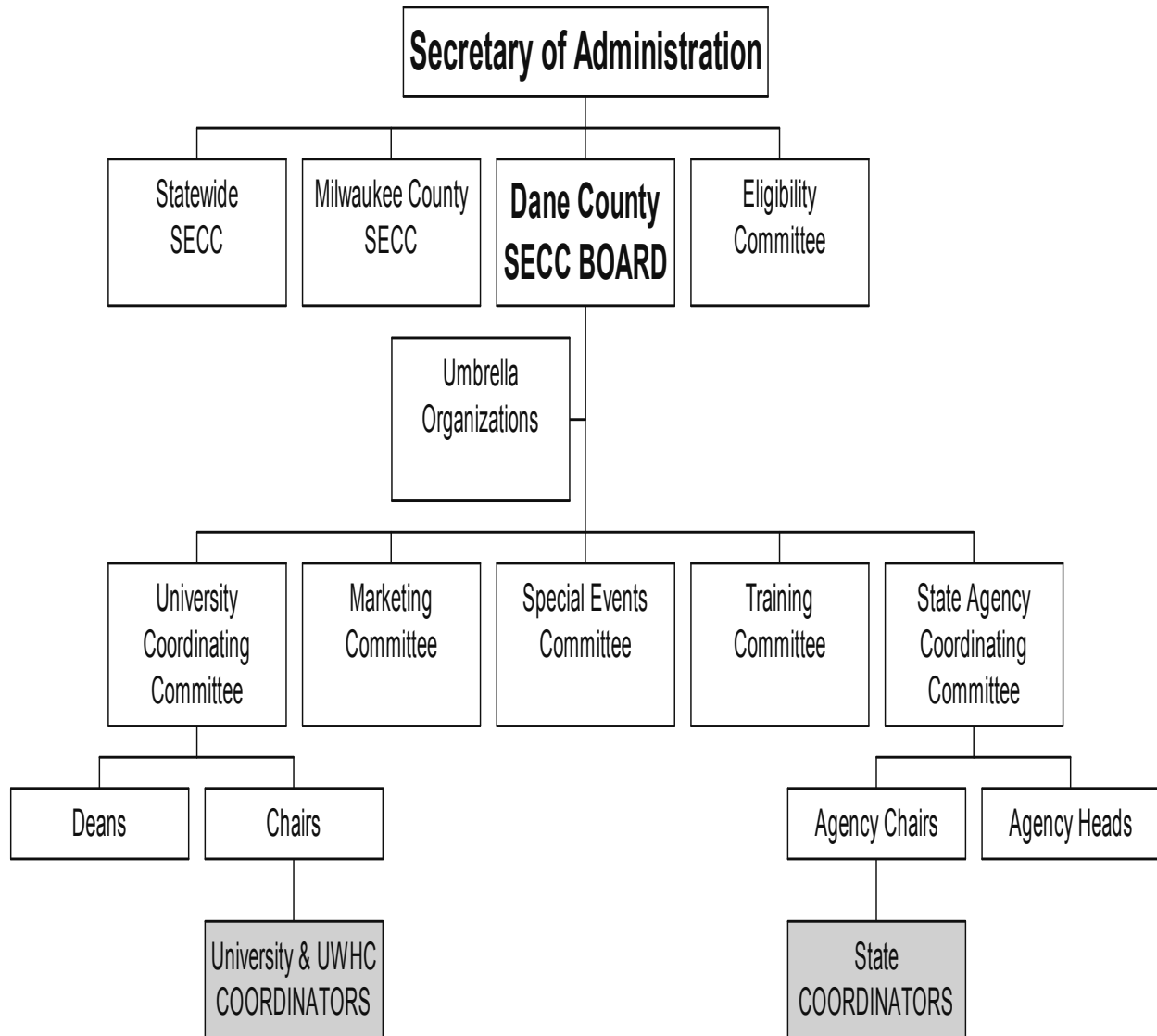
Last year's campaign raised \$2.76 million. More than 9,400 state-agency, university, and UWHC employees contributed. Since its inception as the State Employees Combined Campaign (SECC) in 1973, the campaign has raised more than \$44.6 million for charitable causes.

## **Ambitious**

In 2006, the goal of the campaign is to raise \$2.82 million and increase the overall employee participation rate to 25 percent. This year's campaign runs from October 9 to November 30.

# Who Comprises the Partners in Giving Campaign? *Where you fit in....*

## Partners in Giving ORGANIZATION



**State Employees Combined Campaign (SECC)** is the official legal name of the workplace giving campaign that includes state employees, University of Wisconsin employees, and UW Hospital and Clinics employees. The campaign is divided by geographic area, that is, there is a SECC – Statewide campaign, an SECC – Milwaukee County campaign, and an SECC – Dane County campaign. The SECC Dane County campaign is known as the “Partners in Giving” campaign.

# **Job Descriptions**

## **University Coordinating Committee**

1. Identify any special campaign material needs. Work with umbrellas to meet needs.
2. Coordinate retiree campaign and the delivery of materials to the University.
3. Monitor campaign progress.
4. Collect agency volunteer names from agency chairs for inclusion in volunteer database.
5. Prepare and submit committee budget requests to Board.

## **Marketing Committee**

1. Secure expert services for, and oversee, design and production of booklet, poster, Web site, and other campaign promotional materials.
2. Compile and update information and illustrations for campaign promotional materials.
3. Update campaign pledge form, report envelopes, portions of volunteer training booklets, and related materials annually.
4. Order (as needed) and arrange for placement of campaign banners.
5. Prepare and distribute/place campaign news releases and advertisements.
6. Reply to questions/comments received via campaign Web site.
7. Prepare annual budget and oversee spending for campaign marketing activities.
8. Evaluate and improve campaign marketing efforts.

## **Special Events Committee**

1. Plan and coordinate campaign kickoff event.
2. Work with State and University Campaign Committees to coordinate agency fairs.
3. Plan and coordinate annual Partners in Giving Award Celebration.
4. Review and recommend awards categories to the Board.
5. Coordinate and order agency awards.
6. Prepare and submit committee budget to the Board.

## **Training Committee**

1. Draft, prepare and produce training materials.
2. Set training times and places.
3. Recruit trainers.
4. Coordinate and conduct training sessions including on-site agency trainings.
5. Prepare, distribute, collect and analyze formal evaluations from trainees.
6. Prepare and submit committee budget to the Board.

### **State Agency Coordinating Committee**

1. Work directly with each agency campaign chair to plan the framework for the campaign in the agency.
2. Focus on increasing the number of employees who participate in the campaign.
3. Work with the fiscal agent to ensure that the correct number of campaign supplies (i.e. pledge forms, booklets, etc.) are provided to each agency.
4. Monitor campaign progress by reviewing reports and assist with the resolution of contribution reporting problems.
5. Provide assistance to agency campaign chairs throughout the campaign. This includes responding to campaign questions and providing guidance regarding campaign procedures and policies.
6. Coordinate retiree campaign.
7. Prepare and submit committee budget requests to Board.

### **Agency Chairs**

1. Recruit Coordinators.
2. Attend Campaign training, ensure Coordinators receive training.
3. Establish campaign strategies, including timetable, goals, etc.
4. Promote the campaign by coordinating in-house publicity.
5. Distribute campaign materials.
6. Establish reporting mechanism.
7. Monitor progress of Coordinators.
8. Review progress of campaign and communicate to Coordinators.
9. Order and distribute "Thank You" certificates to Coordinators.
10. Complete the campaign by NOVEMBER 30.

### **State Coordinators**

1. Attend training.
2. Contact each employee, provide information about the campaign and ask him or her to give.
3. Distribute pledge forms and campaign booklets to employees.
4. Follow up on contacts.
5. Collect contributions and offer employees "contributor" recognition item.
6. Give the PINK copy of the pledge form to the donor for their tax records.
7. Every week, complete a report envelope and insert contributions and pledge forms.
8. Make a copy of the report envelope for your records.
9. Deposit contributions at the CREDIT UNION with copies of pledge forms.
10. Complete the campaign by NOVEMBER 30.
11. THANK employees for their participation in the campaign.



# How to Organize Your Partners in Giving Campaign

- I. Getting an early start on planning and organizing the campaign is essential.
- II. Getting key tasks done on time makes the campaign easy, fun, and successful.
- III. Timelines are suggested for some elements.
- IV. Depending on the size of your department, elements of a good plan might include:

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## PRE-CAMPAIGN

**Attend Coordinator's training.** (September/October)

**Review** and analyze prior year's **Employee Giving History**. (hand-out)

**Check Each Step When Completed.**

**Meet with the Campaign Chair.**

Discuss the Department plan and 2006 goal. (September)

**Know the Partners in Giving story.**

- 1. Study all your campaign material.
- 2. Understand the wide range of services provided by the participating charities.
- 3. Visit a participating charity if possible.
- 4. Visit our website for more information and campaign updates at [www.secc.wi.gov](http://www.secc.wi.gov)

**Establish campaign timelines.**

Set dates for your campaign activities (official dates are October 9 – November 30)

**Plan to publicize your campaign.**

(See Tips for Publicizing Your Campaign Page 12)

**Plan for the distribution of materials.**

Take advantage of early enthusiasm when the campaign is at its peak.

**Pledge First.**

It's easier to ask others to give when you can communicate your enthusiasm for the campaign.

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## DURING THE CAMPAIGN

### Hold an employee meeting to kick-off your campaign.

Announce your goal, campaign timelines, incentives and events.

### Personally distribute pledge forms and brochures to each employee:

Contact EACH EMPLOYEE.

Educate employees about the campaign.

Ask them for a contribution.

Answer all questions.

If you don't know the answer to a question, say so, and promise to look into it for them. Then do so promptly by calling the appropriate person on your contact list.

Suggest giving through payroll deduction.

Contributors may find it easier to give if payments are spread out over all the pay periods.

Give a deadline for the return of the pledge forms.

### Follow-up on Contacts:

Collect contributions and offer all contributors a "Partner in Giving" recognition item.

Remind individuals of the deadline and ask if they plan to give.

Say "THANKS!" Without each contributor participating charities could not continue their essential services.

Include **Retirees** (if applicable).

Give **New Employees** the opportunity to participate. Use the "Dear Colleague" letter provided.

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## DURING THE CAMPAIGN... cont.

Communicate with Campaign Chair and other Coordinators to check on the progress of the campaign, solve problems and provide encouragement.

**Every week tabulate results and submit pledge forms, cash or checks** in a Partners in Giving WEEKLY REPORT ENVELOPE.”

Keep a photocopy of all report envelopes, and send to Campaign Chair (unless otherwise directed).

Ensure pledge forms are **properly completed and signed** for payroll deduction.

- Separate completed pledge form:  
White – Credit Union    Yellow – Agency Payroll    Pink – Donor

**Deposit the envelope at Summit Credit Union** (Unless the Chair prefers to do this).

**Keep a running total** of amounts pledged, number of givers, etc. Track results by division or unit (if appropriate).

**Campaign officially ends on November 30**, but pledges are continually accepted. All pledges received by January 31 will be included in the award calculations for the 2006 campaign.

**For pledges received after January 31**, encourage the donor to write a check or adjust the number of pay periods for a payroll deduction. Contact the fiscal agent, Mary Endres with the United Way of Dane County at 608/246-4397, for pledge pick-up.

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## POST CAMPAIGN

**Tabulate and Post final results.**

**Thank** employees for participating in the campaign.

**Make sure you have provided a contributor recognition item** to all those who participated in the campaign.

**Feature** results of the campaign and include highlights of the campaign in your employee newsletter.

# **Tips for Publicizing the Partners in Giving Campaign**

The campaign Marketing Committee produces news releases that can be used in agency or department newsletters. Please encourage the newsletter editor where you work to use them. They can be copied from the Partners in Giving Web site at [www.secc.wi.gov](http://www.secc.wi.gov) or obtained directly from Tom Sinclair at 263-5599 or [tksincla@wisc.edu](mailto:tksincla@wisc.edu). The Web site is a good source of other information about the campaign as well. Check it periodically for updates.

***But the best way to get the word out is through YOU.***

## **One-on-One Communication**

If possible, deliver the campaign booklet and pledge form to employees in person, particularly to new employees who may not have heard of the Partners in Giving campaign yet. Explain briefly what it is and let them know you're available if they have any questions. Provide each employee who is new to state or university service since December 1, 2005, with a letter from the campaign chairs. (Included in your packet.)

## **Use E-mail**

1. Send all employees a brief message to let them know the campaign is beginning and to encourage participation.
2. Publicize the kick-off celebrations and other special events. Be sure to include their times and locations.
3. Update your employees every couple of weeks on the progress of the campaign within your agency or department.
4. Send reminders to let people know when the campaign will end.
5. When the campaign is over, send a thank you message to ALL employees. Example - "Thanks to all of you who helped make the 2006 Partners in Giving campaign a big success. Your generosity is very much appreciated."

## **Highlight What's New**

1. There is often new information on the Partners in Giving Web site ([www.secc.wi.gov](http://www.secc.wi.gov)), which is updated regularly throughout the campaign.
2. Tell employees about any new campaign activities or projects within your agency or department.

## **Get fellow employees to tell their stories**

Find employees from within your bureau, department, school or college who have benefited from the work of charities in the campaign, or who volunteer for those charities. Ask if they'd be willing to let their story be told, perhaps in the employee newsletter, via e-mail or at a kick-off event or staff meeting.

## **Use the Partners in Giving 2006 Speaker's List to schedule an umbrella/charity representative to speak**

You can request any group on the list provided by the training committee. These speakers have been trained and will talk about the campaign in general and provide examples of how the funds raised have benefited the community.

## **Encourage the use of the Partners in Giving Web site ([www.secc.wi.gov](http://www.secc.wi.gov))**

1. Find information and news about the campaign.
2. Find contact names and phone numbers along with links to umbrellas and charities.
3. Send comments or questions about the campaign to the Administrative Board via the Web site.

**Plan a special event** – Please contact Rose Klein, Special Events Chair, by phone (266-6479) or by email ([rose.klein@dot.state.wi.us](mailto:rose.klein@dot.state.wi.us)) for exciting ideas. If you are planning a special event that requires attendance by representatives from more than one umbrella group, please contact Rose before scheduling, to avoid overbooking of representatives.

**Make sure the Partners in Giving poster is in a highly visible location** during the entire campaign. Put one or more up wherever lots of people are likely to pass by.

# Special Events for a Successful Campaign!

The goal for a special event is to encourage participation, promote enthusiasm and generate interest in the campaign. The following suggestions have been used successfully during past campaigns. Start early to plan new initiatives or set new themes. Take advantage of office communications to publicize your special events.

**Breakfast Treats and Bake Sale:** Create an oasis in your division and start everyone's day off right with breakfast items and beverages and raise awareness and dollars for Partners in Giving. Pies, cakes quiches, bars, cream puffs, cookies, breads, and muffins, fruit – and don't forget the juice!

**Media Sale:** You've read and enjoyed those books, watched those movies and listened to that music more times than you can remember! So give someone else the chance to enjoy them too. Consider a media resale with proceeds benefiting Partners in Giving. Bring in your gently used books, DVDs, videos, CDs, cassettes and even records. You'll be surprised at how eager your co-workers are to read, watch and listen to your old media. Several State agencies and UW Departments have sponsored media sales with great results.

**Boxing Match:** Have a contest between teams to fold state record center boxes under timed competition in the boxing ring. Each team has a boxer and a manager. The winner is the team that folds the most complete boxes within the time limit. Teams compete head-to-head, with winners advancing to the next round in a double elimination tournament. Competitions will be held in the lightweight, middleweight and heavyweight categories based on how much money the teams raise for the Partners in Giving campaign, with a champion determined in each category. Boxing attire is welcome. Jock jam CD sets the tone.

**Walking Tacos:** It's a portable taco bar! Set up taco fixings in a self-serve fashion. Give each person a small bag of corn chips to crunch up, and then fill the bag with taco fixings. You have an instant, portable taco salad. Perfect for employees on the go who don't have time for a traditional pot luck luncheon.

**Carrot Cake/Crème Puff Café:** Let's see who could give Krispy Kremes a run for their money with the best carrot cake or crème puff recipes. The goodies and their recipes can benefit Partners in Giving.

**Cookbook Sale:** Everyone has a favorite recipe and most everyone loves to share. Compile favorite recipes from your staff into a booklet and watch the demand for sales grow! The recipes can be compiled as a simple collection in a booklet or on note cards.

**Drawings:** Begin now to collect small prizes from the businesses in your area (examples: coupons for lunch, mini-golf, tanning sessions). Schedule weekly drawings of returned pledge forms. The earlier the pledge form is returned the more chances there will be to win prizes. Remember: there is no requirement to make a contribution to participate.

**Ethnic Potluck:** We all know that our workplaces are full of diversity, so celebrate it with an ethnic potluck. What's more interesting than a potluck featuring anything from Norwegian to East African cuisine? Have the people in your workplace donate items to the potluck that reflect their heritage and ethnicity. Each person could also provide a brief description of the history of the dish too for a fun, educational addition to the lunch. You will be amazed at how good the food is and how much you will learn about your co-workers.

**Golf Outing:** Set a Challenge. Have a prize for all who participate. Try a One-Club Golf Outing with a Beat the Director Challenge. Each player contributes \$5 to get in on the action. The Director gets one shot for each four-some. Each player pays \$5 to get in on the challenge to beat the director's one shot. Build camaraderie, have fun and benefit the campaign while you improve your golf score.

**Luncheons:** Food, fun and fundraising go together well. Cookouts are especially popular – try a brat and burger fry. Chili cook-offs, spaghetti dinners, potlucks and picnics are popular fund raising events. Encourage your onsite musicians to perform and this can be a wonderful social event.

**One Potato/Two Potato:** Who doesn't like a hot baked potato for lunch? Toppings include cheese, salsa, broccoli, sour cream, butter, nacho cheese, chili, and bacon bits. Round out this event with a cookie and soda and ask for a \$5 donation for Partners in Giving.

**Pumpkin Carving Challenge:** Pre-carved pumpkins can be displayed with a container in front where people can express their vote by putting in money and you MAY VOTE AS OFTEN AS YOU WANT. Challenger pays a registration fee of \$1.00. Once the challenge has been registered and the fee paid, an official Partners in Giving Pumpkin Challenge Certificate for the person you are challenging will be printed. Hot cider goes well with this event!

**Set a Theme:** Create a story based on a TV show – or current event. Special in-house press releases and testimonials from staff on help received from umbrella agencies add to this event. Create a competition between divisions. E-mail weekly updates to staff. Report progress for each division. The first to reach 100% participation receives a special donated prize. Stories can include links to the Partners in Giving home page or a specific umbrella group.

**Super Sundae or Brownie a la mode Ice Cream Social:** Who doesn't like ice cream and the chance to be creative? Make your own sundaes are always a hit on warm fall days. Ice cream and toppings (donated by the agency, department, division or bureau) can be sold for a nominal price. This recipe will result in a tremendously successful event that is good for employee morale and will benefit Partners in Giving.

**Trash and Treasure Sale:** House cleaning? Turn that trash into the treasury and benefit Partners in Giving.

**Tug of War/Blanket Volleyball:** Competition between divisions or departments is always good for morale – and even better when it benefits Partners in Giving. The Department of Regulation and Licensing staff challenged the Department of Financial Institutions staff to a tug of war on the lawn of the Capitol. Department of Transportation employees played blanket volleyball during noon hours. The campaign benefits from the fees paid to participate. Everyone that participates has a ball and that's what makes the campaign fun.

**Silent Auction:** This event has generated enthusiasm and raised a considerable amount of dollars for the campaign over the years. All donated items have a minimum suggested bid.

The donor may designate a charity within the campaign to receive the benefit of the donation. Bidders may designate another charity for amounts over the value listed.

There are two versions of silent auctions used at agencies:

- Display donated items (or pictures of them) for several weeks and take sealed bids for each item. Be sure and set a minimum bid for each item and a deadline when bidding will cease.
- Create an online auction on the intranet. Post pictures of donated items with brief descriptions and suggested minimum bids. An IT professional can assist you with building a database to automate the bidding.

**Turn The Radio On!** Your favorite radio station may be willing to contribute pizza, flowers and beverages to help you promote your campaign! Get the word out! Let listeners in Dane County know that state, university and UWHC employees are involved in the Partners in Giving campaign. In past years, WOLX (94.9 FM) and WMMM (105.5 FM) participated by donating their weekly pizza luncheons to silent auctions.

**Weekly Reminders:** Keep all eyes on the goal! Stay focused by sending weekly reminders of the purpose of Partners in Giving, what the goal is, where you are at in meeting that challenge, and a "success story" of a participating charity making a difference in someone's life.

If you plan to schedule a special event that requires attendance by representatives from more than one umbrella group, please contact Rose Klein, Special Events Chair, by phone (266-6470) or email ([rose.klein@dot.state.wi.us](mailto:rose.klein@dot.state.wi.us)) to avoid overbooking representatives for special events.



## 10 Common Concerns

**1. If I give to Partners in Giving my pledge will go to Charity X, and I don't like Charity X, so I'm not giving.**

If the person would like more information about a participating charity, offer to obtain it from the umbrella group that represents that charity. Point out that there are more than 450 other charities to which contributions may be designated; Partners in Giving respects the right of each person to route dollars only to charities that she or he prefers to support.

**2. I can't afford to give.**

Every donation makes a difference. Addressing the needs of the less fortunate makes a better society for everyone. Chances are that someday you or someone close to you will need the services of these charities. Keeping them strong today ensures they'll be able to respond tomorrow. Even if a person is temporarily short of funds, payroll deduction makes it easier to spread a contribution over a long period of time. This way, giving is painless. Even \$1 per pay period contributes \$26 per year to a charity of your choice.

**3. I feel I am being pressured to give to the campaign.**

No one should be forced or intimidated into giving. The Partners in Giving campaign is made possible through the efforts of volunteers. When a coordinator pressures a co-worker, he or she is defeating the very idea of voluntary giving. Each potential giver should understand the facts, the needs of the charities, the importance of each contribution, and then decide privately and freely how much, to whom, and whether to give.

**4. Why should I give to Partners in Giving when the government takes care of everybody?**

Government programs are largely designed to provide people with extremely basic needs (ie., food, clothing, and shelter). The Partners in Giving campaign supports a wider range of services that meet many needs. Partners in Giving balances and fills the gaps in tax supported services.

**5. My spouse gives at work.**

Partners in Giving asks contributors to give in proportion to their own income. One alternative is to divide the family contribution, so that some is given in both workplaces.

**6. I work for a living and pay my own way. I'm never going to use these services. Why should I pay for them?**

Anyone who never needs these services is fortunate. No one is beyond the problems of mental illness, birth defects, or the tragedy that accidents or natural disasters can bring. When these things happen, almost everyone asks, "Where can I turn?" The answer will be the charities supported by the campaign, but only if we all help to make sure they are there when people need them.

**7. There are just too many worthy causes. I can't give to all of them.**

There is only one officially approved payroll deduction campaign for the State, University, and University Hospital & Clinics employees Partners in Giving. It provides a way to give to many worthy causes with a single pledge. Each year more and more charities participate in the campaign. By participating collectively and holding down fund raising costs, a greater percentage of money collected goes directly to serve people who need help.

**8. I like to give in person or to help by volunteering for a group.**

Personal service is excellent and a wonderful way for workers of limited financial means to help without spending much money. Employees are encouraged to make a financial contribution in addition to volunteering.

**9. It's too difficult to find the charity I want to give to in the booklet.**

An alphabetical listing of all participating charities is located in the back of the booklet. The booklet is separated into two sections to make it easier for donors to locate charities. The first section includes the participating charities located in Dane County or Wisconsin. The second section includes charities that are national or international in scope.

**10. Is my contribution tax-deductible? I want to make contributions that are tax-deductible.**

All participating charities are tax-exempt non-profit organizations and your donation is tax-deductible as allowed by law. Keep the pink copy of your pledge form for your tax records. All individuals who contribute \$250 or more in a single payment designated to a single charity will receive a receipt from the fiscal agent. Please note that your check donation is only deductible in the year it is written.

# How to Fill Out the Pledge Form

## Contributor Information

This information will be pre-printed for most employees.

If it is not, please print the individual's:

- (1) name
- (2) department code
- (3) the last four digits of your social security number at the top of the pledge form (needed for payroll deduction.)

## Step 1: Designations (*"How would you like to help?"*)

The contributor may choose:

- (A) any of the listed umbrella groups
- (B) any of the charities listed in the campaign booklet
- (C) a general contribution
- (D) any combination of the aforementioned options

### **Section A: Umbrella Groups.**

Enter the total annual amount each umbrella group should receive. Contributors may designate any combination of umbrella groups.

### **Section B: Charities.**

For each charity to which the donor wants to contribute, enter two numbers:

- (1) In the left-hand letterbox list the charity code number as listed in the booklet.
- (2) In the right-hand portion of the box, enter the total annual amount to be given to that charity.

The contributor may donate to as many charities as he or she wishes. If one pledge form has insufficient space, more pledge forms are available.

**Do not include any charities not listed in the Partners in Giving booklet.**

**Do not include charity designations in the umbrella group boxes under Section A.**

### **Section C: General Contribution.**

Enter the total annual amount given as a general contribution. Such contributions will be divided according to the percentage of money designated to each umbrella and its member charities.

**Total: The total of A, B, and C of Step 1 must equal the total donation in Step 2, item 4.**

## **Step 2: Payment Options (“How do you wish to pay?”)**

The contributor may pay using:

- (1) payroll deduction
- (2) cash
- (3) check, payable to State Employees Combined Campaign or Partners in Giving

**Section 1: Payroll Deduction.** Enter the amount to be deducted each pay period and multiply it by the number of paydays for which the deduction should be made. Deductions begin with the first paycheck in January of 2007. The maximum number of pay periods is 9, 10, or 12 if paid monthly, or 26 if paid biweekly. The minimum deduction is \$1.00 per pay period.

**Section 2: Cash.** Enter the total cash gift and clip it to the pledge form.

**Section 3: Check.** Enter the total gift to be paid by check, make the check payable to State Employees Combined Campaign or Partners in Giving, and clip it to the pledge form.

**Section 4: Total Contribution.** Enter the total of Sections 1, 2, and 3 in Step 2. This also must equal the total of Sections A, B, and C in Step 1. (In other words, Step 1 must equal Step 2.)

## **Step 3: Signature (“Your information”)**

- ✓ The pledge form should be signed and dated by the contributor.
- ✓ To receive an acknowledgment of contributions to each designee, check the box marked “Please have the charities designated above send me an acknowledgment of my contribution.” **Print** the address to which it should be sent in the space below the signature.
- ✓ In order to comply with the 1994 IRS rules, all individuals who contribute \$250 or more in a single payment will receive a receipt from the fiscal agent.
- ✓ Charities will not be notified of contributions unless a box is checked by the donor.

## **Distribution of Copies**

The contributor should keep the pink copy marked *Employee Copy*.

The other two copies should be returned to the employee’s campaign coordinator with any cash or checks.

## Confidential Pledges

The Partners in Giving campaign has received requests from employees to develop a process that enables employees to avoid revealing the amount of his/her pledge to the Campaign Coordinator.

While most employees will continue to return their pledge forms through their coordinators, the Partners in Giving campaign hopes the process outlined below will address the needs of contributors wishing an additional measure of confidentiality. The process below will also allow employees to have their pledges included in the campaign total and give the employee the option to contribute by payroll deduction.

The process is similar whether the employee contributes through payroll deduction or with cash or check.

1. The employee should complete the pledge form and place the pledge form (and cash/check, if not payroll deduction) in an envelope and seal.
2. Give the envelope to the department Campaign Chair.
3. The Chair will:
  - a. Review the pledge form for accuracy,
  - b. Distribute a copy to the employee and the payroll office (if payroll deduction) OR, if cash/check distribute the pink copy to the employee, and
  - c. Record the contribution amount on the agency totals for depositing at the credit union.

Employees may also choose to make confidential donations directly to their favorite charities. However, contributions made directly to a charity will not be included in the campaign and the employee will not have the opportunity to use payroll deduction. (Note: a check is always preferable to cash, if the employee decides not to use payroll deduction.)

# Hours for Summit Credit Union Branches

## **Hill Farms**

4802 Sheboygan Ave., Rm. 150B  
608-243-5000

LOBBY  
Monday - Friday 7:30 a.m. - 5:00 p.m.

## **Downtown**

307 East Wilson St.  
608-243-5000

LOBBY  
Monday - Friday 7:30 a.m. - 5:15 p.m.

## **City Station**

670 West Washington Ave  
608-243-5000

LOBBY  
Monday - Thursday 8:30 a.m. - 5:00 p.m.  
Friday 8:30 a.m. - 5:30 p.m.  
Saturday 8:30 a.m. - 1:00 p.m.  
DRIVE-UP  
Monday - Friday 7:30 a.m. - 6:00 p.m.  
Saturday 8:00 a.m. - 1:00 p.m.

## **American Parkway**

4800 American Parkway  
608-243-5000

LOBBY  
Monday - Friday 8:30 a.m. - 5:30 p.m.  
Saturday 8:30 a.m. - 1:00 p.m.  
DRIVE-UP  
Monday - Thursday 7:00 a.m. - 6:00 p.m.  
Friday 7:00 a.m. - 6:30 p.m.  
Saturday 8:00 a.m. - 1:00 p.m.

## **Old Sauk Branch**

645 Junction Road  
608-243-5000

LOBBY  
Monday - Thursday 8:30 a.m. - 5:00 p.m.  
Friday 8:30 a.m. - 6:00 p.m.  
Saturday 8:30 a.m. - 1:00 p.m.  
DRIVE-UP  
Monday - Friday 7:30 a.m. - 6:00 p.m.  
Saturday 8:00 a.m. - 1:00 p.m.

## **Sun Prairie**

1333 W. Main Street  
608-837-2000

LOBBY  
Monday - Thursday 8:30 a.m. - 5:00 p.m.  
Friday 8:30 a.m. - 6:00 p.m.  
Saturday 8:30 a.m. - 1:00 p.m.  
DRIVE-UP  
Monday - Friday 7:00 a.m. - 6:00 p.m.  
Saturday 8:00 a.m. - 1:00 p.m.

## **Fitchburg Convenience Branch**

2939 S. Fish Hatchery Road  
608-243-5000

LOBBY  
Monday - Wednesday 9:00 a.m. - 5:00 p.m.  
Thursday - Friday 9:00 a.m. - 6:00 p.m.  
Saturday 9:00 a.m. - 12:00 p.m.  
DRIVE-UP  
Monday - Friday 7:30 a.m. - 6:00 p.m.  
Saturday 9:00 a.m. - 12:00 p.m.

## **Westport**

5419 Blue Bill Park Drive  
(corner of Hwy. M & Blue Bill Park Dr.)  
608-243-5000

LOBBY  
Monday - Friday 9:00 a.m. - 5:00 p.m.  
Saturday 8:30 a.m. - 12:00 p.m.  
DRIVE-UP  
Monday - Friday 7:00 a.m. - 6:00 p.m.  
Saturday 8:00 a.m. - 12:00 p.m.

# Eligibility Requirements for Charities

Each charity participating in the State, University and UWHC Employees Combined Campaign is screened by a committee of state and university employees to ensure that it meets the following eligibility requirements:

- Is a charitable organization;
- Is a member of a participating umbrella organization;
- Uses the funds contributed by state employees for the announced purposes;
- Submits a copy of an IRS certificate showing that it is a tax exempt, non profit organization under Section 501 (c) (3);
- Has registered with the Department of Regulation and Licensing and filed annual reports;
- Has a detailed annual budget prepared and approved at the beginning of each fiscal year by its board of directors;
- Follows accepted fund-raising practices;
- Has a formal policy and procedure of non-discrimination;
- Prepares an annual report that
  - ◊ is available to the general public,
  - ◊ includes a full description of its charities,
  - ◊ identifies the types of solicitation it uses to obtain contributions,
  - ◊ gives the names of its chief administrative personnel,
  - ◊ makes full disclosure of the sources and uses of contributions.
- Has furnished information with a certification by an independent certified public accountant, showing that it follows standards of accounting and a financial system that is based on generally accepted accounting principles.

➤ **The Eligibility Committee is issue-neutral.**

**If you disapprove of a charity simply designate the charities you wish your gift to support!**

Be assured that your gift will go only to the ones you choose.

To access these letters electronically, contact Jenny Jirschele or Christine Lucas (see contact information on page 32.)

## **Sample Endorsement Letter**

October 200X

Dear [name of Agency] Employee:

Each year state and university employees join forces to raise funds through the State, University and UWHC Employees Combined Campaign of Dane County, also known as the Partners in Giving campaign. This year's campaign includes more than 450 charitable, social, environmental, and civic organizations. The drive will be conducted from October 9 to November 30.

The advantage of Partners in Giving is that your gift can be made to the general campaign or can be specifically directed to one or more individual charities or umbrella organizations. Donations can easily be made through payroll deduction and spread over several paychecks.

Last year the campaign raised \$2.76 million. The average rate of participation was approximately 23%. Our department raised \$\_\_\_\_\_ and had a participation rate of \_\_\_\_%.

Many of us know someone who has been helped by one of the participating charities. Spend some time reading the campaign booklet, and I'm sure you will be able to find at least one charity that has made a difference in your own life.

This year's goal of \$2.82 million and an overall participation rate of 25% of eligible employees can only be reached through the generosity of employees like you. I hope everyone will take a moment to thoughtfully read through the material you will be receiving. Your participation and financial support are very important. Remember, "You are a Partner in Giving."

Sincerely,

Secretary



## Sample Letter to Coordinators

September 200X

Dear [name]:

Thank you for offering to serve as a coordinator in the 2006 State, University and UWHC Employees Combined Campaign of Dane County, also known as the Partners in Giving campaign. The success of the campaign depends heavily upon your willingness to help.

Many of our employees have long been supporters of this campaign, and we hope that this year we will be able to increase our level of participation. Each gift is significant, regardless of the amount, and will help us reach our goal of \$2.82 million and an overall participation rate of 25% of eligible employees. There are more than 450 charities in this year's campaign.

A training session is critically important. A list of scheduled trainings is below. Please contact Jenny Jirschele (266-1023) to register for the training most appropriate for your schedule and level of experience with the campaign.

### Full Training for Coordinators (Recommended for all new coordinators)

Wednesday, September 27	1:00 – 2:30 p.m.	DOR, 1st Floor Events Room 2135 Rimrock Road
Tuesday, October 3	9:00 a.m. – 10:30 a.m.	DOT, Room 421 4802 Sheboygan Ave.
Tuesday, October 10	9:00 a.m. – 10:30 a.m.	DWD, Room B205 201 E. Washington Ave.

### Refresher Training for Coordinators (Recommended for previous chairs or coordinators only)

Wednesday, September 27	3:00 – 4:00 p.m.	DOR, 1st Floor Events Room 2135 Rimrock Road
Tuesday, October 3	11:00 a.m. – Noon	DOT, Room 421 4802 Sheboygan Ave.
Tuesday, October 10	11:00 a.m. – Noon	DWD, Room B205 201 E. Washington Ave.

Packets of campaign materials will be delivered to you before the start of the campaign. You should personally hand them to the individual employees (personal contact is a fundamental principle of a successful campaign). You will also be responsible for depositing your report envelopes every week at any branch of the Summit Credit Union. Please forward a photocopy of the deposit envelope to \_\_\_\_\_ for record-keeping purposes.

Thank you again for your contribution to this important campaign. Please don't hesitate to contact me if there is any way I can help.

Sincerely,

Campaign Chair for Department of \_\_\_\_\_

## Sample Follow-Up Letter to Coordinators

November 200X

Dear [name]:

By the time this letter reaches you, the 2006 Partners in Giving campaign will be more than half over. I am writing to ask you to take stock of the campaign in your department or division, and to make contact with non respondents in whatever fashion you feel is most appropriate. For example, our own department's representative, \_\_\_\_\_, has recently distributed a brief letter simply reminding people of the campaign and its beneficiaries. Such a letter could also repeat that you are available to answer questions or concerns, or that you have pledge forms available for those who have misplaced theirs.

If you need additional materials, please contact Doug Palm at 246-4389.

The deposit and reporting process seems to be working well. Currently, our department has raised \$ \_\_\_\_\_ and has a participation rate of \_\_\_\_%. We remind you that we would like a photocopy of your completed report envelopes for record-keeping purposes.

Thank you again for your dedication and hard work.

Sincerely,

Campaign Chair for Department of \_\_\_\_\_

## Sample 1st Follow-Up Letter to Prospective Donors

(supplemental to personal contact)

October 200X

Dear [name]:

Last week I gave you information about the State, University and UWHC Employees Combined Campaign of Dane County, also known as the Partners in Giving campaign. Included in the packet was a campaign booklet and a pledge form. This is the only time during the year that you will be approached at the workplace for a contribution. Through this one campaign you can support one or more of the more than 450 charities that participate.

To make a pledge or contribution, simply complete the pledge form. If you are making a contribution by cash or check, please attach your donation to the pledge form. Checks should be made payable to State Employees Combined Campaign. You should keep the copy marked for "Employee's Records" to verify your contribution. You may return the other two copies of the pledge form to me at any time between now and the end of November.

Please, don't set the material aside and forget about it! If you have misplaced your pledge form, please contact me for a new one. Please remember to sign your pledge form.

Thanks very much for your help.

Sincerely,  
Campaign Coordinator  
Phone number

## Sample 2nd Follow-Up Letter to Prospective Donors

November 200X

Dear [name]:

In recent weeks you have received information and pledge material for the State, University and UWHC Employees Combined Campaign of Dane County, also known as the Partners in Giving Campaign. Your campaign coordinator has distributed it to you with a reminder to return your pledge form before the end of November.

Many of you have been active in organizations represented by the campaign. Some of you have been helped by one of these organizations, and many more will have a need at some time in the future. I hope you will keep this in mind as you make your pledge. Please take a thoughtful look at the broad range of organizations that receive funds through the campaign.

If you have not yet returned your pledge form to your campaign coordinator, please do so in the next few days. If you have misplaced your pledge form, please call me at \_\_\_\_\_ and I will send you another one.

Thank you for your support of the Partners in Giving campaign.

Sincerely,  
Campaign Chair for Department of \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Your Partners in Giving Coordinator is \_\_\_\_\_ Phone \_\_\_\_\_

## **Sample Request Letter Asking Companies To Donate Gifts For Drawings**

September 200X

Jane Doe, Manager  
Tasty Restaurant  
State Street  
Madison, WI 53703

Dear Jane,

I am writing to request a donation of a lunch gift certificate from the Tasty Restaurant. I plan on using this certificate as a door prize at my workplace's annual fundraising campaign.

Each fall state employees are able to support charitable causes through the State, University and University of Wisconsin Hospital and Clinics (UWHC) Employees Combined Campaign of Dane County. The Partners in Giving campaign, as it is also called, is an annual, cooperative fundraising campaign authorized to run at State workplaces. It's designed to give State, University and UWHC employees a chance to support charitable causes. Last year thousands of state employees participated and generously pledged \$2.76 million in support of local, state, national and international charities.

Employees at the \_\_\_\_\_ (your department name) work hard to make their fundraising campaign a fun event. This year we are planning a kick-off event in October, complete with food and prizes donated from local businesses.

I hope you will be able to support this worthy cause. In exchange for your donation we will gladly recognize your gift and publicize your donation to all \_\_\_\_\_ (your department name) employees.

I plan on calling you the week of September \_\_\_\_ to discuss this request. I would be happy to answer any questions you may have. I look forward to talking with you.

Thank you for your kind consideration.

Sincerely,

Your Name  
Department  
Address  
Phone #

## Sample Memo at End of Campaign

DATE: December 200X

TO: Partners in Giving Campaign Coordinators

FROM: [name], Partners in Giving Campaign Chair for Department of \_\_\_\_\_

RE: 2006 Partners in Giving Campaign

I am writing to thank you for your assistance in the Partners in Giving Campaign. This year's campaign was a tremendous success. Our division or college raised \$\_\_\_\_\_ and had a participation rate of \_\_%. This success was only made possible through your hard work and dedication.

To celebrate our success, please join me at this year's Partners in Giving celebration on \_\_\_\_\_ at \_\_\_\_\_. The reception is to thank all of those who have helped in making the campaign such a success.

On behalf of the more than 450 charities that have benefited from your hard work, thank you!

## Sample Thank You Letter To Contributor

December 200X

Dear (name):

With your contribution to the Partners in Giving Campaign, you are making a difference in our community locally, nationally and internationally. You are making a difference in people's lives.

On behalf of the campaign, I would like to thank you for your generous contribution. Because of your generosity, employee contributions total \$\_\_\_\_\_, up \_\_% over last year for (your department name).

I am enclosing a recognition item as a token of our thanks. Please display it proudly. You make the difference in our community!

Thanks again for your support!

Sincerely,

## Coordinator Control Log

Name of Co-Worker	Initial Contact	Follow-up	Form Returned

## Partners in Giving Board – 2006 Campaign

(Committee Assignments listed in parentheses)

**Phyllis Fuller (Board Co-Chair)**

Dept. of Workforce Development  
201 E. Washington Ave., Rm E200  
P.O. Box 7935  
Madison, WI 53707-7935  
**Phone: (608) 264-6065**  
**Fax: (608) 267-2824**  
Phyllis.fuller@dwd.state.wi.us

**Dorothy Ruff (State Campaign Chair)**

Wisconsin Housing & Economic Development  
201 W. Washington Ave., Rm 700  
P.O. Box 1728  
Madison, WI 53701-1728  
**Phone: (608) 267-7747**  
**Fax: (608) 261-5928**  
Dorothy.ruff@wheda.com

**Thomas Smith (State Campaign Asst. to Chair)**

Dept. of Health & Family Services  
1 W. Wilson St.  
Madison, WI 53702  
**Phone: (608) 266-2558**  
**Fax: (608) 264-9874**  
smithta@dhfs.state.wi.us

**Liz Beyler (Marketing)**

UW-Madison Communications  
Bascom Hall, Room 15A  
Madison, WI 53706  
**Phone: (608) 263-1986**  
**Fax: (608) 262-2331**  
lbkraak@wisc.edu

**Jenny Jirschele (Training Co-Chair)**

Dept. of Workforce Development  
201 E. Washington Ave., Rm A400  
Madison, WI 53707  
**Phone: (608) 266-1023**  
**Fax: (608) 261-0707**  
Jennifer.jirschele@dwd.state.wi.us

**Rose Klein (Special Events Chair)**

Dept. of Transportation  
4802 Sheboygan Ave., Rm 120B  
Madison, WI 53707-7910  
**Phone: (608) 266-6479**  
**Fax: (608) 266-9912**  
Rose.klein@dot.state.wi.us

**Roberta Mecum (Training Co-Chair)**

Wisconsin Union, Administrative Services  
800 Langdon St.  
Madison, WI 53706  
**Phone: (608) 262-5845**  
**Fax: (608) 262-5487**  
rmmecum@wisc.edu

**Greg Zalesak (Board Co-Chair)**

UW-Medical School  
Clinical Science Center  
H6/556  
Madison, WI 53706  
**Phone: (608) 263-0590**  
**Fax: (608) 263-5892**  
Zalesak@neurology.wisc.edu

**Gary Sandefur (University Campaign Chair)**

UW-Madison  
Dean, College of Letters & Science  
South Hall, Room 105  
Madison, WI 53706  
**Phone: (608) 263-2303**  
**Fax: (608) 265-3564**  
gsandefur@ls.admin.wisc.edu

**Christine Lucas (Univ. Campaign Asst. to Chair)**

UW-Madison, Athletic Department Admin  
Camp Randall Stadium, 1440 Monroe St.  
Madison, WI 53711  
**Phone: (608) 262-8009**  
**Fax: (608)**  
cmm@athletics.wisc.edu

**Rachel Meek (Eligibility Chair)**

Dept. of Administration, Division of Gaming  
2005 W. Beltline Highway, Suite 201  
Madison, WI 53713  
**Phone: (608) 270-2535**  
**Fax: (608) 270-2564**  
Rachel.meek@wisconsin.gov

**Henrietta Patterson (Training)**

Dept. of Commerce  
201 W. Washington Ave., 6th floor  
Madison, WI 53702  
**Phone: (608) 267-4417**  
**Fax: (608) 266-0182**  
hpatterson@commerce.state.wi.us

**Tom Sinclair (Marketing)**

Gaylord Nelson Institute for Environmental Studies  
550 N. Park St., 5 Science Hall  
Madison, WI 53706  
**Phone: (608) 263-5599**  
**Fax: (608) 262-0014**  
tsincla@wisc.edu

## 2006 Partners in Giving Training Committee

### **Jenny Jirschele (State Training Chair)**

Department of Workforce Development  
P.O. Box 7946  
Madison, WI 53707-7946  
**Phone (608) 266-1023**  
**Fax (608) 261-0707**  
jennifer.jirschele@dwd.state.wi.us

### **Juli Aulik**

UW Health  
Marketing & Public Affairs (9700)  
635 Science Drive, Suite 150  
Madison, WI 53711  
**Phone (608) 263-6138**  
**Fax (608) 263-6394**  
ja.aulik@hosp.wisc.edu

### **Christine Lucas**

University of Wisconsin Athletics Department  
Kellner Hall  
1440 Monroe Street  
Madison, WI 53711  
**Phone (608) 262/8009**  
**Fax (608) 265-3036**  
CMM@athletics.wisc.edu

### **Jody Medeke**

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Madison, WI 53707  
**Phone (608) 267-0533**  
**Fax (608) 261-0707**  
jody.medeke@dwd.state.wi.us

### **Percy Mather**

Dept of Natural Resources  
101 S. Webster St., RR3  
Madison, WI 53703  
**Phone (608) 266-9263**  
**Fax (608) 267-9646**  
percy.mather@dnr.state.wi.us

### **Roberta Mecum (UW Training Chair)**

Wisconsin Memorial Union  
800 Langdon St.  
Madison, WI 53706  
**Phone (608) 262-5845**  
**Fax (608) 262-5487**  
rmmecum@wisc.edu

### **Bea Jay Panke**

Dept. of Workforce Development  
201 E. Washington Avenue, Room G200  
Madison, WI 53703  
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**Fax (608) 261-6956**  
beajay.panke@dwd.state.wi.us

### **Henrietta Patterson**

Dept. of Commerce  
201 W. Washington Avenue  
Madison, WI 53703  
**Phone (608) 266-1874**  
**Fax (608) 266-0182**  
hpatterson@commerce.state.wi.us

### **Mary Rondou**

Department of Transportation  
4802 Sheboygan Avenue, Rm. 253  
P.O. Box 7909  
Madison, WI 53707-7909  
**Phone (608) 267-4499**  
**Fax (608) 267-6974**  
mary.rondou@dot.state.wi.us



## Contacts for Assistance

<b>State Campaign Chair</b>	Dorothy Ruff	(608) 267-7747
<b>Assistant to Campaign Chair</b>	Thomas Smith	(608) 266-2558
<b>Your Dept/Division Campaign Chair</b>	_____	_____-_____
<b>Campaign Materials</b> Brochures, pledge forms, posters	Doug Palm	(608) 246-4389
<b>Partners in Giving</b>		
<b>Administrative Board Chairs</b>	Greg Zalesak Phyllis Fuller	(608) 263-0590 (608) 264-6065
<b>Partners in Giving Accounting</b>	Mary Endres	(608) 246-4397
<b>Training Scheduler</b>	Roberta Mecum Jenny Jirschele	(608) 262-5845 (608) 266-1023
<b>Local Umbrella Contacts</b>		
Access to Community Services	Theresa Steiner	(608) 221-2900
Community Health Charities	Jackie Ruggles	(608) 294-1082
Community Shares of Wisconsin	Julie Horst	(608) 256-1066
United Way of Dane County	Doug Palm	(608) 246-4389
<b>National Umbrella Contacts</b>		
America's Charities	Robyn Neal	(800) 458-9505
Earth Share	Darren Blankenship	(608) 831-5314
Global Impact	Tracy Maki	(651) 439-3591
Independent Charities of America	Catherine Miller	(415) 924-1108
National Black United Fund	Wendy Oldham	(973) 643-5122
Neighbor To Nation	Rosa Brizuela	(877) 841-6839

## Campaign Timeline

February	Charities submit applications for participation in the Partners in Giving Campaign.
March	Campaign Eligibility Committee reviews and recommends applicants for participation.
April	Partners in Giving Administrative Board sets campaign dates and campaign goal. Administrative Board appoints new committee members. Committees work year-round to ensure that the campaign is a success. Standing committees include Marketing, Training, Special Events and Coordinating Committee for the State and University.
August	Training Committee conducts Campaign Chair Training.
September & October	Training Committee conducts Campaign Coordinator Training.
Early October	Materials delivered to Chairs.
Mid-October	Special Events Committee coordinates events to Kick-off the Campaign.
October 9 <sup>th</sup>	Campaign Begins.
November 30 <sup>th</sup>	Campaign Ends.

**YOU Are  
a  
Partner in Giving**

**THANK YOU  
FOR  
YOUR HELP!**

# **2006 Campaign Coordinator Trainings**

## **Partners in Giving Campaign**

Plan to attend one of these sessions for state agency volunteers in this fall's  
"Partners in Giving"  
State, University & UWHC Employees Combined Campaign of Dane County.

### **Full Training for Coordinators**

(Recommended for all new coordinators)

Wednesday, September 27	1:00 – 2:30 p.m.	DOR 1 <sup>st</sup> Floor Events Room 2135 Rimrock Road
Tuesday, October 3	9:00 a.m. – 10:30 a.m.	DOT, Room 421 4802 Sheboygan Ave.
Tuesday, October 10	9:00 a.m. – 10:30 a.m.	DWD, Room B205 201 E. Washington Ave.

### **Refresher Training for Coordinators**

(Recommended for previous chairs or coordinators only)

Wednesday, September 27	3:00 – 4:00 p.m.	DOR 1 <sup>st</sup> Floor Events Room 2135 Rimrock Road
Tuesday, October 3	11:00 a.m. – Noon	DOT, Room 421 4802 Sheboygan Ave.
Tuesday, October 10	11:00 a.m. – Noon	DWD, Room B205 201 E. Washington Ave.

**TO SIGN UP FOR TRAINING contact**  
**Jennifer Jirschele, 266-1023**  
**or [jennifer.jirschele@dwd.state.wi.us](mailto:jennifer.jirschele@dwd.state.wi.us)**

***Door prizes will be available at all trainings!***